

## **SYSTEMS ENGINEERING SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Incumbent is responsible, through a clerical and technical staff, for providing engineering and data processing services, to the Utility and other departments, such as computerized mapping, document imaging, wide and local area personal computer network installation and maintenance, construction standards preparation, drafting and special engineering projects. Work is performed under the general direction of the Engineering & Power Supply Manager and has supervisory responsibilities for a moderately sized staff of professional engineers, computer professionals and engineering aides.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Uses comprehensive knowledge of both Utility engineering methods and materials and the latest computer hardware / software applications to supervise and participate in installing, maintaining and providing computerized engineering services such as drafting, record storage, retention and retrieval, the Geographic Information System / Lafayette Utility Mapping Information System which provides graphic and information and maps portraying all the system's facilities, installations, descriptions and identifying characteristics. Reviews performance of employees providing engineering services such as drafting, record preparation, storage and retrieval of all system as-built drawings, the bidding, evaluation, and administration of annual materials contracts, personal computer network installation and maintenance as well as oversees analyses, feasibility studies and acquisition of data processing equipment and software for new applications such as document imaging. Performs special engineering projects such as large scale underground reboring and service replacement. Supervises and participates in the continued assembly of construction standards for use by all engineering and operating divisions of the department, and tracking of a five year capital improvements program expenditures and work orders. Responsible for the preparation and reproduction of the Official City Map, documentation of annexations, various easements and the departmental emergency preparedness plan.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of modern computer equipment operating characteristics, suitability for application to Engineering services and availability of appropriate hardware and software.

Thorough knowledge of methods and materials of Utility engineering and construction as required to prepare and maintain Construction Standards and to complete special engineering projects as required.

Thorough knowledge of software and hardware applications of / for small computers, Local Area Networks, and Geographic Information Systems.

Ability to plan, organize and coordinate various phases of electrical engineering projects and to insure completion according to schedule.

Ability to analyze operations, methods and materials and to identify appropriate computer applications and technology to replace or facilitate them, to perform cost analyses, to implement and maintain once installed.

Ability to perform complex engineering design, calculation and forecasting analyses.

Ability to form and maintain effective working relationships with employees, elected officials and general public.

Ability to obtain registration as a professional engineer in the State of Louisiana with the first year of employment. (This requirement applies only to those applicants who are already registered as professional engineer in another state.)

### **DESIRED EDUCATION AND EXPERIENCE**

Baccalaureate degree from an accredited college or university in an engineering field related to utilities with progressive responsibility in all phases of Utility engineering, including computer applications, or an equivalent combination of education and experience.

### **NECESSARY SPECIAL REQUIREMENT**

Registration as a Professional Engineer with the State of Louisiana or a state granting reciprocity of registration.